

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 12/02/2014		2. CONTRACT NO. (If any) EP-W-13-016		6. SHIP TO: a. NAME OF CONSIGNEE SRRPOD	
3. ORDER NO. 0019		4. REQUISITION/REFERENCE NO. PR-OSWER-15-00032			
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20460	
7. TO: N. Jay Bassin				f. SHIP VIA	
a. NAME OF CONTRACTOR ENVIRONMENTAL MANAGEMENT SUPPORT INC				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 8601 GEORGIA AVE STE 500 3015895318				<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY SILVER SPRING		e. STATE MD	f. ZIP CODE 209103439		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE TIFSD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 12/02/2014	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 106741598 IGF::CT::IGF This action initiates Task Order 0019 titled "Support for the Community Involvement Training Conference (CITC) & Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$0.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive						
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711	\$313,680.00	17(i) GRAND TOTAL

22. UNITED STATES OF

AMERICA BY (Signature)

12/02/2014

ELECTRONIC
SIGNATURE

23. NAME (Typed)

Christie M. Deskiewicz
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 12/02/2014	CONTRACT NO. EP-W-13-016	ORDER NO. 0019
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Associated CITC Programmatic Meetings" with a period of performance of 12/2/2014 through January 29, 2016. The contractor's revised technical and price proposal dated November 4, 2014 are incorporated by reference. The Task Order price ceiling is \$313,680.00. Funds in the amount of \$50,000.00 are obligated to this task order. The contractor shall not work beyond this \$50,000.00 ceiling until further notice. Laura Knudsen is appointed as the TOCOR. Holly Wilson and Jan King are appointed as the Alternate TOCORS. TOPO: Laura Knudsen Max Expire Date: 09/02/2018 Admin Office: SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460 Accounting Info: 15-T-72DC-303DD2-2505-HQ00BM00-1572DC5001-001 BFY: 15 Fund: T Budget Org: 72DC Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00BM00 DCN - Line ID: 1572DC5001-001 Period of Performance: 12/02/2014 to 01/29/2016</p> <p>TO 0019 funding</p> <p>The obligated amount of award: \$50,000.00. The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**OSRTI Management and Analytical Support
SMALL BUSINESS CONTRACT
EP-W-13-016**

EPA Contract # EP-W-13-016, OSRTI Management and Analytical Support

Task Order Project Officer (TOPO): Laura Knudsen, OSRTI, ARD, CIPIB; email: knudsen.laura@epa.gov; phone: 703-603-8861

Alternate Task Order Project Officer (ATOPO): Holly Wilson, OAR, OAQPS, OID; email: wilson.holly@epa.gov; phone: 919-541-5624

Period of Performance: Date Initiated through 1/29/2016

TITLE: Support for the Community Involvement Training Conference (CITC) & Associated CITC Programmatic Meetings RFO# 0019

TASK ORDER STATEMENT OF WORK

I. BACKGROUND

The mission of EPA is to protect human health and the environment. OSWER is an Agency component that is responsible for programs articulated under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA, or Superfund) of 1980, as amended by the Superfund Amendments and Reauthorization Act (SARA) of 1986; the Resource Conservation and Recovery Act (RCRA) and amendments; and other legislation and Agency directives related to the characterization, remediation, and monitoring of solid and hazardous wastes. OSWER provides policy, guidance and direction for the Agency's emergency response and waste programs. It develops guidelines for the land disposal of hazardous waste and underground storage tanks. It provides technical assistance to all levels of government to establish safe practices in waste management. It administers the Brownfields program, which supports state and local governments in redeveloping and reusing potentially contaminated sites. It also manages the Superfund program, which responds to abandoned and active hazardous waste sites and accidental oil and chemical releases. Finally, it encourages innovative technologies to address contaminated soil and groundwater.

The mission of the Office of Superfund Remediation and Technology Innovation (OSRTI) is to return contaminated areas of land associated with Superfund sites to communities for safe reuse in a healthy environment. The purpose of the OSRTI Management and Analytical Support Contract is to provide support primarily to the OSRTI program in the planning, management and oversight of the program authorized under CERCLA and SARA. The contractor will provide support to the three OSRTI divisions: the Technology Innovation and Field Services Division (TIFSD), the Assessment and Remediation Division (ARD), and the Resource Management Division (RMD).

OSRTI requires contractor assistance with planning, management, and oversight. Contract services are anticipated in the following areas: strategic planning and analysis; performance and reporting requirements; regulatory and legislative analysis; support and development of guidance documents; training, conference, and meeting support; technical analysis and research and technical information transfer and coordination; resources management and information management analysis and support; and communications, including community/public outreach and environmental justice activities analysis. Under this Task Order (TO) the Contractor shall provide support to the Community Involvement and Program Initiatives Branch (CIPIB), under the Assessment and Remediation Division (ARD) which is responsible for supporting the regions on all aspects of Superfund remediation, including site assessment,

placement of sites on the National Priorities List (NPL), remedial investigations/feasibility studies, study and design, remedy selection and implementation, post-construction activities, and deleting sites from the NPL once site clean-up is completed. The division is also responsible for coordination with state and tribal organizations, for involvement of the community at Superfund sites, and for encouraging the return of sites to productive uses in communities. ARD serves as the lead within OSRTI for science policy issues, including risk assessment policies and technologies, chemical-specific policies, coordination of Superfund research, community involvement, and environmental justice.

CIPIB is responsible for establishing, directing, and clarifying EPA guidance and policy relating to community engagement in cleanup and reuse of Superfund sites. Additionally, CIPIB is an Agency leader in promoting effective and meaningful community involvement across all EPA programs. CIPIB recognizes that developing and providing quality training programs is essential for fostering community engagement in decision-making processes. To this end, CIPIB supports a variety of training programs. **This Task Order focuses on assisting CIPIB and furthering EPA's community involvement efforts by supporting the Community Involvement Training Conference (CITC) & Associated CITC Programmatic Meetings.** Any training and content derived from the work under this task order will be consistent with the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Clean Water Act (CWA), Oil Pollution Act (OPA) and the National Contingency Plan (NCP).

Background for the CITC: The goal of the CITC is to both inform and train EPA staff as well as Agency stakeholders and partners in best practices to enhance community involvement. Attendance is typically between 370 – 450 participants over a three day period (Tuesday, Wednesday, and Thursday). Additionally, on Monday of the training conference week (before the main CITC begins), EPA plans to host internal programmatic meetings for community involvement staff in different EPA offices [Office of Water, Office of Air and Radiation, Office of Enforcement and Compliance Assurance, Office of Solid Waste & Emergency Response (specifically the Superfund program for the traditional "Superfund Monday" meeting), the Office of Chemical Safety and Pollution Prevention, and potentially 1 or 2 other offices or organizations].

EPA Contacts for the 2015 CITC: For the 2015 CITC, the Office of Air and Radiation (specifically the Office of Air Quality Planning and Standards or OAQPS) will be the lead co-chair. The main contacts from OAQPS will be Jan King and Holly Wilson. OSWER/OSRTI will continue to serve as an advisor and guide for the 2015 CITC planning efforts.

Location for the 2015 CITC: The location of the 2015 CIT Conference is currently planned for Atlanta, GA after the results of a thorough location and cost analysis that were performed by EMS under Task Order 006 - Training Support for Superfund's Community Involvement Program and Initiatives Branch (CIPIB). The date of the 2015 CITC is currently to be determined.

Workflow Process

All work listed in this task order does not require a technical directive (unlike other task orders issued by CIPIB) and may commence with direction from the EPA TOPO and ATOPO.

A monthly report format that meets the additional specifications of this task order is outlined in Section VI (Terms and Conditions) of this task order.

Preparation and Delivery of Products

Where applicable (and upon discussion with the EPA TOPO and ATOPO), draft-final products shall be submitted by the Contractor to the EPA TOPO and Alternate TOPO for approval in a **Microsoft Office format** that is compatible with EPA programs and software. This draft-final product shall be submitted to

EPA prior to the preparation of a final camera-ready copy. The final camera-ready copy shall also be produced and available in a format that is compatible with EPA programs and software. All of these products, unless specifically stated otherwise in the requisite technical directive (TD), shall be written to an eighth grade level. Additionally, all of these products shall be written following the Federal Plain Language Guidance and the GPA Style Manual.

All draft-final and final camera-ready copy deliverables will be submitted to the EPA TOPO and ATOPO.

II. SCOPE OF WORK

The scope of this Task Order is **Support for the Community Involvement Training Conference (CITC) and Associated CITC Programmatic Meetings under Performance Task Areas #5 and #6.**

Work to be performed under this Task Order aligns with the following Task Areas of the contract Statement of Work: Task Area #5 “Supporting communications outreach, community involvement, and environmental justice activities” and Task Area #6 “Providing support for training, conferences, and meetings.”

III. PERIOD OF PERFORMANCE

The **Period of Performance (PoP)** for this Task Order will be: **From date of award through January 29, 2016.**

IV. TASKS 1-11

Workflow Process Overview

Work listed on this task order may commence per direction from the EPA TOPO and ATOPO. Unlike other task orders issued by CIPIB, no TD is necessary.

TASK 1 – Management and Administration

NOTE: *Each subtask for Task 1 must be detailed in the monthly reports (please refer to the “Preparation of Monthly Reports” section under Section VI (Terms and Conditions) of this task order).*

COST PROPOSAL PREPARATION NOTE TO CONTRACTOR: Please include an estimate of hours by labor category by each subtask in Task 1.

At the direction of the EPA TOPO and Alternate TOPO, and in compliance with administrative and reporting requirements of the contract the Contractor will monitor performance, quality (consistent with the EMS Quality Management Plan), costs, and scheduling and will maintain regular communications with EPA’s PO/COR, TOPO and ATOPO. When the contractor anticipates expending 85% of the approved budget within 30 days, the Contractor will notify the CO, COR/PO, TOPO and ATOPO in writing, with an estimate of any additional resources required for the completion of the task order.

All administrative, work planning, and reporting activities are consolidated into one task (Management and Administration) that contains three subtasks: 1) monthly and annual reporting; and 2) technical and cost proposal preparation; and 3) general communications and administration. This approach offers a streamlined and efficient process for performing administrative and management functions while also providing detailed cost information. The Contractor will report on a monthly basis the activities and costs incurred within each subtask.

Subtask 1.1: Monthly and Annual Reporting

At the direction of the EPA TOPO and Alternate TOPO, the Contractor will prepare monthly technical and financial reports documenting progress, activities, and current and cumulative expenses of this task order to include:

- A cumulative table of deliverables showing accomplishments, planned milestones, and EPA recipients
- Clear articulation of the work completed and work planned for the subsequent month, and identify problems encountered and corrective activities
- A financial report that provides a summary of monthly and cumulative costs, total costs by each task and subtask that includes cumulative and monthly labor and other expenses, and cumulative and current hours by person within each labor category for each task

At the direction of the TOPO and Alternate TOPO, the Contractor will prepare **one (1) annual summary** of this task order (**approximately 5 pages**) to include:

- All products completed and delivered under this task order
 - The Contractor will include the date of completion/delivery for all products listed
- All hours and dollars spent on the task order
 - The Contractor will include the overall dollars and hours spent on the task order
 - The Contractor will also include the dollars and hours spent on each technical directive issued on the task order
- Recommendations by the Contractor for the overall workflow of the task order, specific project level recommendations, or any other relevant recommendations

Deliverables and Transmittals

Item	Deliverable Format	Schedule
Monthly Task Order Report	PDF	Monthly
Draft Task Order Annual Summary	Word document and PDF	15 business days after request received from EPA to commence work on the annual summary
Final Task Order Annual Summary	Word document and PDF	3 business days after receiving comments from EPA per a meeting/discussion

Subtask 1.2: Technical and Cost Proposal Preparation

EMS shall develop a technical proposal and cost proposal to provide detailed explanations of all activities associated with each of the defined tasks and a proposed approach for completing each task. The contractor shall identify the milestones, reports, and deliverables and their associated due dates. The contractor shall develop a staffing plan with this work plan. The contractor shall develop a detailed budget (or cost proposal), including a breakout of labor hours and other direct costs.

Deliverables and Transmittals

Item	Deliverable Format	Schedule
Technical and cost proposal	PDF	As specified in overall mission support contract.

Subtask 1.3: General Communications and Administration

This subtask includes general administration work for this contract and general communication relating to the 2015 CITC. This support may include (but is not limited to) the following work (upon direction from the EPA TOPO and ATOPO):

- **Maintaining & Utilizing the Mailing Lists (E-mail and Mailing Addresses) for the CITC:** Throughout all of the CITCs, a mailing list (both e-mail and mailing addresses) has been maintained. The EPA TOPO and ATOPO needs EMS to continue maintaining this e-mail list and mailing list throughout this period of performance. Unless otherwise directed by the EPA TOPO and ATOPO, EMS will be the primary entity for sending out e-mails using the CITC listserv/ mailing list.
- **Answering General Questions and Providing Support Documents:** At the discretion of the EPA TOPO and Alternate TOPO, the Contractor may answer general questions and provide any necessary support documents about past, current, or future work as part of this category regarding the CITC, as appropriate.
- **Overall work planning meetings (in person or via conference call)** will be scheduled with the Contractor to discuss the following:
 - Addressing specific overarching task order issues with contract support such as timeliness or other process issues associated with the task order
 - General discussion of projected resources for the task order
 - General discussion of projected work for the task order and status of current work/tasks
 - **Up to two (2) of these meetings may require local travel** to EPA offices

The Contractor should assume that the overall work planning meetings for the task order will occur no more than **two (2) times during this period of performance** with the EPA TOPO and Alternate TOPO and that **up to four (4) Contractor staff members** may be present. Additional Contractor staff members may be added to this work planning meeting at the discretion of the EPA TOPO and Alternate TOPO. These work planning meetings should last **no more than two (2) hours each**.

- **Progress check-in meetings for the task order.** Content of these work planning calls may include the following:
 - Update on resource use on the tasks associated with the task order
 - Discussions on how to decrease administrative costs
 - Discussions on maintaining efficient use of resources

The Contractor should assume that the progress check-in meetings for the task order will occur no more frequently than **one (1) time a month or approximately fifteen (15) times total during this new period of performance** with the EPA TOPO and Alternate TOPO. Additional Contractor staff members may be added to these progress check-in meetings at the discretion of the EPA TOPO and Alternate TOPO. These progress check-in meetings will last **no more than 30 minutes each**. The Contractor may assume that **up to two (2) of these progress check-in meetings may occur in-person**, per direction from the EPA TOPO and ATOPO.

Deliverables and Transmittals

Action & Deliverable Item	Deliverable Format	Schedule
CITC Mailing List and E-mail List Update	Listserv	Update and provide quality assurance checks of the mailing list & e-mail list as needed
Response to General Questions & Providing support documents	E-mail and Variable (to be determined after discussion with EPA TOPO and ATOPO)	To be determined after discussion with the EPA TOPO and ATOPO
Responding to 5170/5170a Requests	Variable (to be determined after discussion with EPA TOPO and ATOPO)	To be determined after discussion with the EPA TOPO and ATOPO
Work Planning Meetings	Meeting (In-person or via conference call)	Up to two times during this period of performance
Progress Check-In Meetings	Meeting (In-person or via conference call)	Monthly

TASK 2 – Selected Facility Negotiation and Procurement

A variety of negotiation and procurement activities will take place with the selected facility. EMS support may include (but is not limited to) the following activities per direction from the EPA TOPO and ATOPO:

- **Identify, Negotiate, and Procure Meeting Space and a Sleeping Room Block for the 2015 CITC & the Monday Programmatic Meetings:**

NOTE ABOUT Rooms for the 2015 CITC: EPA is currently anticipating that instead of 6 concurrent sessions at the 2015 CITC, there may be 4 or 5. For the purposes of the cost proposal, the Contractor may assume that 5 concurrent sessions will be held.

Once a facility has been selected for the 2015 CITC, EMS will work to reserve and procure meeting space and a room block (per direction from the EPA TOPO and ATOPO). EPA anticipates that up to 7 rooms will be necessary for the Monday programmatic meetings, up to 6 rooms (1 plenary room + 5 concurrent session rooms) for Tuesday, up to 5 rooms for Wednesday, and up to 6 rooms for Thursday (1 plenary room + 5 concurrent session rooms), however EPA recognizes the number of rooms is subject to change.

However, EPA shall not approve procurement and no one (not EPA nor the contractor) shall enter into a binding agreement with the selected facility, until the 5170 form for the training conference is approved; the TOPO and Alternate TOPO will notify the contractor when approval has been received.*

- EMS will submit the hotel contract (first before signature, and then once it is signed) to the EPA TOPO and ATOPO as well as any other invoices.
- **Make Light Refreshments Available to CITC Participants:** EMS may work with the hotel (per direction from the EPA TOPO and ATOPO) to make light refreshments available to CITC participants from the hotel.
 - EPA currently does not plan to charge a fee for light refreshments at the 2015 CITC (though this plan could change), and instead prefers a method where the hotel will offer light refreshments and potentially meals (at the per diem rate) for charge to CITC participants similar to the National Association of Remedial Project Managers (NARPM) 2014 event.

- If any light refreshments are procured by EMS (and this is not anticipated by EPA but would only be procured with direction from the EPA TOPO and ATOPO), EMS will submit the invoice(s) for any light refreshments to the EPA TOPO and ATOPO (if at all possible, submission of these invoices will occur before the invoice(s) has been paid by EMS to ensure that the EPA TOPO/ATOPO may verify the costs)

- **Identify, Negotiate, and Procure A/V Equipment:**

NOTE ABOUT A/V: EPA is assuming that a standard A/V set-up and room-setup will be applied to the 2015 CITC to cut down on negotiation and coordination costs.

Often the meeting space and sleeping room block negotiation tie into the A/V equipment procurement discussions. Under this task, it is expected that EMS will work to obtain the best deal possible for the required A/V equipment for the 2015 CITC. However, EPA shall not approve procurement and no one (not EPA nor the contractor) shall enter into a permanent binding agreement with the selected facility, until the 5170 form for the training conference is approved; the TOPO and Alternate TOPO will notify the contractor when approval has been received.*

- EMS will submit the invoice(s) for any A/V equipment to the EPA TOPO/ATOPO (if at all possible, submission of these invoices will occur before the invoice(s) has been paid by EMS to ensure that the EPA TOPO/ATOPO may verify the costs)
- EMS should prepare to submit an A/V summary report (with a breakout of equipment used for live streaming if any) to the EPA TOPO and ATOPO. This A/V report will include all invoice documents for A/V, a list of all A/V equipment used at the 2015 CITC as well as a break-out of just the equipment used for live-streaming and the equipment used for the programmatic meeting on Monday.

****Note:*** EMS will work to draft language for a clause in the hotel contract that will state that EMS may sign the hotel contract (on behalf of EPA) but if approval for the 5170 form is not received by a certain date (to be decided on and approved with the EPA TOPO and Alternate TOPO), then the contract is null and void. If such a clause is suitable to the EPA TOPO and Alternate TOPO, then (per direction from the EPA TOPO and ATOPO and with consultation of the CO) EMS (on behalf of EPA) may sign the hotel contract in advance of the 5170 approval.

Deliverables and Transmittals

Action & Deliverable Item	Deliverable Format	Schedule
Identify, negotiate, and procure meeting space and a sleeping room block for the 2015 CITC & the Monday programmatic meetings	Negotiations	Continuous throughout the period of performance
Delivery of the hotel contract before signature for review to EPA TOPO & ATOPO	PDF	Upon receipt of pre-final hotel contract by EMS
Delivery of the hotel contract to EPA TOPO & ATOPO after the document has been signed	PDF	Upon receipt of final hotel contract by EMS
Make light refreshments available to CITC attendees	Negotiation	Continuous throughout the period of performance
(**If necessary – probably will not be applicable) Delivery of the light refreshment invoice to	PDF	Upon receipt of light refreshment invoice by EMS

EPA TOPO & ATOPO (preferably before EMS has paid the invoice)		
Identify, negotiate, and procure A/V equipment	Negotiation	Continuous throughout the period of performance
Delivery of the A/V invoice to EPA TOPO & ATOPO (preferably before EMS has paid the invoice)	PDF	Upon receipt of A/V invoice by EMS

TASK 3 – Website Development & On-line Conference Registration and Maintenance

- Website Development & Maintenance:** Under this task (and per direction from the EPA TOPO and ATOPO), EMS will continue to maintain and update the existing CITC conference website (www.epa.gov/ciconference). Support for this maintenance and updating may include (but is not limited to) the following activities:
 - Correcting and updating errors or information on any page within the CITC website (such as past training conference pages)
 - Writing new content for the 2015 CITC web site and updating this information as the need arises and new information is received.
 - Integrating the Trainex registration page for the 2015 CITC with this website (this was also done for the 2013 CITC so it is anticipated that this effort will be lower for the 2015 CITC)
- On-line Conference Registration Development and Maintenance:** Under this task (and per the direction of the EPA TOPO and ATOPO), EMS will re-work the Trainex registration system that was applied for the 2013 CITC to the 2015 CITC. EMS will also potentially work to maintain the integration of PayPal with the 2015 CITC to collect any potential fees that registrants may need to pay (however EPA is currently not certain any fees will be charged for the 2015 CITC).
 - EMS should note that registration for live streaming sessions may be included in the registration development for the 2015 CITC (per direction from the EPA TOPO and ATOPO).

Additionally, a registration database (to potentially include information for participants that are live streaming) for the 2015 CITC will be generated after registration opens to include (but not limited to) the following fields: registrant profile and contact information, conference activities each person selects, and payment information (if applicable). EPA expects the Contractor to conduct a thorough review of the information in the database and to correct any errors upon the conclusion of the registration period.

Furthermore, closer to the CITC dates and post-CITC, the EPA TOPO and ATOPO will ask for periodic updates on the registration status. EMS may assume that **approximately 6 updates** will be requested. Some of the data that EPA would like to receive may be:

- Total number of registered participants (both in-person and any live-streamed registered participants)
- A break-down of the registered participants by the following categories*:

****Note: The registration system by need to be altered in order to accommodate these categories:***

- EPA HQ staff by office
- EPA Regional staff by region
- Private Industry

- State groups
- Academia
- Non-governmental organizations
- Tribal governments
- Local governments
- Other Federal Agencies
- Individuals/community members
- International governments

Lastly, after the 2015 CITC has concluded, EMS will take the appropriate “wrap-up” steps for the website by re-writing the pages to make it clear the training conference is over, linking to any relevant live streamed recordings, and conducting any other close-out work for the website as directed by the EPA TOPO and ATOPO.

Deliverables and Transmittals

Action & Deliverable Item	Deliverable Format	Schedule
Updates to the CITC website and/or registration page(s) on the EMS staging server & sent to the EPA TOPO and ATOPO for review	Website	As needed and per direction from the EPA TOPO and ATOPO
Changes to the CITC website and/or registration page(s) after receipt of any comments from the EPA TOPO and ATOPO after viewing the CITC website on the EMS staging server	Website	2 business days after receiving comments from EPA via a meeting/discussion or e-mail (this timeframe can be modified with approval from the EPA TOPO and ATOPO)
Final submission of changes to the CITC website and/or registration page(s) to the EPA webmaster	Web form submission	1 business day after receiving final approval for submission from the EPA TOPO and ATOPO (this timeframe can be modified with approval from the EPA TOPO and ATOPO)
Confirmation e-mail to the EPA TOPO and ATOPO that CITC website changes were submitted to the EPA webmaster or that registration page(s) changes were made	E-mail	As soon as changes have been submitted and/or made to the website and/or registration pages
Maintaining the CITC registration database	Database document	Continuous throughout the period of performance

TASK 4 – Graphics Support and Conference Supplies/Materials*

Note: For the contractor cost proposal, it should be noted that **there will be no “Save the Date” graphic development and no poster/flier development for advertising the 2015 CITC. Additionally, nothing will be mailed hard-copy for the 2015 CITC. Everything will be sent electronically to conference participants, unless otherwise specified (possibly for special cases) by the EPA TOPO and ATOPO.*

Various graphic support and conference material preparation is required for the 2015 CITC and EMS support may be required (per direction from the EPA TOPO and ATOPO) in the following areas:

- Call for proposals development (word document, fillable PDF, and web application form)
- Conference booklet development (**up to 3 hard copy versions** and an on-line versions)
- Poster development for marking the location of the CITC (at the selected facility for the event itself)
 - EPA estimates that **approximately 10 posters (to be determined after discussion with the EPA TOPO and ATOPO)** will be necessary to develop for the 2015 CITC.
- Conference packets for in-person attendees
 - These conference packets will include only a folder (with a cover graphic that EPA will design) that will contain the CITC agenda, evaluation forms, food recommendations, and any other materials deemed relevant by the EPA TOPO and ATOPO.
- Name Tags (generated from the registration database)
- Registration cards (listing individual session choices from the registration database)
- Activity tickets for registrants (from the registration database)
- Course certificates
- Conduct additional graphic development and procure supplies as directed by the EPA TOPO and ATOPO

Deliverables and Transmittals

Action & Deliverable Item	Deliverable Format	Schedule
Draft Call for Proposals	Word document, web application form	10 business days after request received from EPA to commence work on the draft call for proposals
Final Call for Proposals	Word document, fillable PDF, web application form	5 business days after receiving comments from EPA via a meeting/discussion or e-mail
Draft conference booklet	Word document	15 business days after request received from EPA to commence work on the draft conference booklet
Final conference booklet	Word document and PDF	5 business days after receiving comments from EPA via a meeting/discussion or e-mail
Draft poster for on-site use at the 2015 CITC	PDF/other compatible file for viewing using EPA programs	15 business days after request received from EPA to commence work on the draft poster
Final poster	PDF/other compatible file for viewing using EPA programs	5 business days after receiving comments from EPA via a meeting/discussion or e-mail

Conference packets, name tags, registration cards, activity tickets	Various	By the start of the 2015 CITC (TBD)
Course certificates	PDF	Within 3 weeks after the conclusion of the 2015 CITC

TASK 5 – Support the General Planning Workgroup and Select Subcommittee Workgroups

EMS will plan to attend and provide expertise during the general planning workgroup and select subcommittee meetings per direction from the EPA TOPO and ATOPO (to potentially include one or more of the following as directed by the EPA TOPO and ATOPO: Plenary, Technology, Communications, and others as identified). Additionally, the Contractor shall note the following:

- Meeting minute support is not necessary unless specifically identified by the conference co-chairs.
- Monitor and modify, as appropriate, the milestone documents for the 2015 CITC
- Assist in revision of evaluation documents from the 2013 CITC for the 2015 CITC. These evaluation documents may include:
 - Individual hard-copy evaluation documents for each 2015 CITC session
 - One overall hard-copy general conference evaluation document
 - One on-line general conference evaluation surveys
 - Any other evaluation documents/on-line surveys deemed necessary by the EPA TOPO and ATOPO
- Provide products/materials to support planning workgroups/committees, as needed
- EPA estimates **fifteen (15) calls total for both the general planning workgroup and all subcommittees (approximately 1 hour each) and one (1) in-person meeting (approximately 1.5 hours)** during this period of performance. The EPA TOPO and ATOPO will discuss and decide with the Contractor on the necessary attendees in advance of these calls and meetings. EPA estimates that **up to two (2) Contractor staff members** will need to attend these calls and meetings.
 - The Conference Planning Workgroup calls will be scheduled once the planning committee reconvenes and will occur no less frequently than monthly. EPA will notify the Contractor of committee calls and call-in numbers.

Deliverables and Transmittals

Action & Deliverable Item	Deliverable Format	Schedule
Milestone document revisions	Word document	As needed
Revision of evaluation documents for the 2015 CITC (draft)	Word document, On-line Survey	15 business days after request received from EPA to commence work on the draft evaluation documents
Finalize evaluation documents for the 2015 CITC (final)	Word document, On-line Survey	5 business days after receiving comments from EPA via a meeting/discussion or e-mail
Provide products/materials to support planning workgroup/committees	Various	As needed
Attending general workgroup and select subcommittee calls, as determined by the EPA TOPO and ATOPO	Conference calls	General Workgroup: Monthly or more frequently, as needed Select Subcommittee Calls: As needed and determined by the EPA TOPO and ATOPO

TASK 6 – Selection Subcommittee Support

For the 2015 CITC, EMS may provide support (per direction from the EPA TOPO and ATOPO) to the selection subcommittee. This support may include (but is not limited to) the following work:

- Attending targeted selection subcommittee meetings, as directed by the EPA TOPO and ATOPO **(no more than 2 meetings of 1 hour each)**
- Collecting and coding (with a number, session type (90 minute and 3, 4, or 7 hour training or any other session duration), and lead presenter last name) all submitted proposals received from the Call for Proposals
 - After coding a proposal, EMS will forward that proposal to the EPA TOPO and ATOPO
- Compiling information from all submitted proposals in an Excel document and submitting this to the EPA TOPO and ATOPO
- Provide products/materials to support this subcommittee
- Distributing the presentation proposals to the selection subcommittee members
- Modify selection survey monkey or similar tool for use by selection subcommittee members to enter scores and comments on proposals
- Attending and potentially facilitating if requested (EPA may carry out this task) the “breakout” meetings for the selection subcommittee proposal selection process. The Contractor should assume that they may attend **up to 6 meetings of 2 hours each**.
- Compiling and ranking evaluation scores of the presentations and producing a final list of selected presentations and speakers for the EPA TOPO and ATOPO

Deliverables and Transmittals

Action & Deliverable Item	Deliverable Format	Schedule
Attending targeted selection subcommittee meetings	Conference call	As directed by the EPA TOPO and ATOPO
Collect all submitted proposals received from the Call for Proposals	Various	Continuous from the start of the Call for Proposals
Coding all submitted proposals and forwarding to the EPA TOPO and ATOPO	Word document/PDF	Upon receipt of each proposal
Excel document with compiled information from the Call for Proposals	Excel document	Within 10 business days after the close of the Call for Proposals
Providing product/materials to support the subcommittee	Various	As needed and directed by the EPA TOPO and ATOPO
Draft survey monkey or other survey tool for the proposal score entry by selection subcommittee members	Web survey	Delivered to EPA TOPO and ATOPO for review within 10 business days after request by EPA for modification
Final survey monkey or other survey tool for proposal score entry by selection subcommittee members	Web survey	Within 3 business days after comments are received by EPA
Attending and facilitating (if requested) “breakout” meetings for the selection subcommittee proposal selection process	Conference calls	As need and directed by the EPA TOPO and ATOPO

Compiling and ranking evaluation scores of the presentations and delivering a final list of selected presentations for the EPA TOPO and ATOPO	Excel document(s)	5 business days after all of the selection subcommittee member scores are received
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TASK 7 – Agenda Subcommittee Support (Including Selected 90 Minute & Training Session Presenter Coordination)

Agenda Notes:

- *EPA plans to have a standard A/V set up and room set-up for presenters to cut down on coordination costs.*
- *EPA plans to have a maximum of 5 concurrent sessions (compared to 6 concurrent sessions during the 2015 CITC)*

EMS may support the Agenda subcommittee and associated agenda work (per direction from the EPA TOPO and ATOPO). This support may include (but is not limited to) the following work:

- Attending select agenda subcommittee calls (per direction from the EPA TOPO and ATOPO). For the purposes of a cost proposal, assume that **no more than three (3) meetings of one (1) hour duration each** will require EMS attendance.
- Provide products/materials to support this subcommittee, such as agenda templates and comments/edits to the presenter questionnaire used by the Agenda subcommittee members
- Working with the agenda subcommittee members to confirm selected presenters
- Confirming & coordinating with selected 90 minute & training session presenters (i.e. availability for presenting, presenter travel plans, reimbursement requests & status, and presenter A/V & room set-up needs)
 - This coordination may include follow-up work post-conference in order to obtain receipts and proper documentation for reimbursement
 - EPA recognizes that the coordination of presenter travel, A/V & room setup needs, fielding presenter questions, and handling reimbursement is a high level of effort and requires a substantial amount of time to be done well
- Any other necessary coordination required with selected session presenters
- Develop an agenda template with selected sessions for the 2015 CITC
- Coordinating with the field trip subcommittee and the selection subcommittee to fit these sessions on the agenda

Deliverables and Transmittals

Action & Deliverable Item	Deliverable Format	Schedule
Attending select agenda subcommittee calls	Conference calls	As needed, per direction from the EPA TOPO and ATOPO
Providing product/materials to support the subcommittee	Various	As needed and directed by the EPA TOPO and ATOPO
Confirming and coordinating with selected 90 minute & training session presenters	Phone calls	Continuous after presenter selection until after the 2015 CITC concludes
Draft agenda template	Word document and PDF	Delivered no later than 15 business days after request by EPA TOPO and ATOPO

Final agenda template	Word document and PDF	Delivered no later than 5 business days after comments by EPA TOPO and ATOPO
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TASK 8 – Field Trip Subcommittee Support

EMS may also provide support for the field trip subcommittee at the 2015 CITC. This support may include (but is not limited to) the following work (per direction from the EPA TOPO and ATOPO):

- Attending select field trip subcommittee calls (per direction from the EPA TOPO and ATOPO). For the purposes of a cost proposal, assume that **no more than three (3) meetings of one (1) hour duration each** will require EMS attendance.
- Provide products/materials to support this subcommittee, such as:
 - A document (**no more than 2 pages**) listing field trip ideas from previous CI Training Conferences
 - A document (**approximately 2 pages**) with titles and written descriptions of the field trips that are selected for the 2015 CITC. These descriptions will eventually be placed on the conference website.
- Identifying, negotiating, and procuring options for bus, boat, or other transportation method for **up to four (4) off-site presentations** at the 2015 CITC
 - EMS will prepare a document listing the various field trip transportation options and deliver this to the EPA TOPO and ATOPO
 - EMS will deliver the invoice(s) for the transportation options as soon as it is received and preferably before EMS has paid the invoice so the EPA TOPO and ATOPO may review the costs
- Coordination with the selected field trip presenters regarding transportation, potential honorarium requests & status, any A/V or technical needs, and anything other coordination needs
 - This coordination may include follow-up work post-conference
- Coordinating with the agenda subcommittee to fit the field trips on the agenda

Deliverables and Transmittals

Action & Deliverable Item	Deliverable Format	Schedule
Attending select field trip subcommittee calls	Conference calls	As needed, per direction from the EPA TOPO and ATOPO
Providing product/materials to support the subcommittee	Various	As needed and directed by the EPA TOPO and ATOPO
Identify, negotiate, and procure bus, boat, or other transportation method for up to four (4) off-site presentations	Negotiation	Continuous throughout the period of performance
Delivery of the transportation invoice(s) to EPA TOPO & ATOPO (<u>preferably before EMS has paid the invoice</u>)	PDF	Upon receipt of transportation invoice by EMS
Confirming and coordinating with selected field trip presenters	Phone calls	Continuous after field trip selection until after the 2015 CITC concludes

TASK 9 – Monday Programmatic Meeting Support for the 2015 CITC

Currently, there is a plan to have a Superfund Monday programmatic meeting as well **as up to six (6) other programmatic meetings for EPA offices**. EMS support may include (but is not limited to) the following (per direction from the EPA TOPO and ATOPO):

- Potentially provide limited administrative and logistical support for the programmatic meetings, as directed by the EPA TOPO and ATOPO. EPA does not anticipate that much additional support will be provided to the programmatic meetings aside from the use of the rooms.
- Potentially provide meeting notes for the Superfund Monday programmatic meeting, as directed by the EPA TOPO and ATOPO
- Any other additional coordination or activities associated with the Monday programmatic meetings, as directed by the EPA TOPO and ATOPO

Deliverables and Transmittals

Action & Deliverable Item	Deliverable Format	Schedule
Draft of meeting notes for Superfund Monday	Word document	15 business days after the end of the CITC
Final meeting notes for Superfund Monday	Word document	5 business days after receipt of comments from EPA (if any)

TASK 10 – On-site Training Conference Support (this includes attendance and support at the Monday Programmatic Meetings)

EMS staff will be needed to provide on-site training conference support. This support may include (but is not limited to) the following (per direction from the EPA TOPO and ATOPO):

- Discussion with the EPA TOPO and ATOPO regarding how many EPA staff will attend the CITC
 - EPA currently estimates that **up to eight (8) EMS staff people** will be sent to support the CITC but this number may drop down after negotiations with EPA
 - EPA is currently planning to train EPA staff to help staff the session rooms, which could result in a reduction of EMS staff at the 2015 CITC
- Conducting training conference registration
- Potentially helping to facilitate select live-streamed sessions for the CITC utilizing the EMS Adobe Connect license (this support may be provided internally by EPA staff)
- Distributing conference materials
- Coordination with speakers
- Coordination with the facility staff and any additional vendors (such as A/V vendors)
- Provide administrative and logistical support for all training conference activities, as needed and directed by the EPA TOPO and ATOPO
- Providing support for conference sessions, as needed and requested by the EPA TOPO and ATOPO

Deliverables and Transmittals

No deliverables or transmittals are anticipated for this task, but the EPA TOPO and Alternate TOPO may create a deliverable/transmittal schedule at any time if they deem it necessary.

TASK 11 – Post Training Conference Support

After the 2015 CITC, EMS support may be necessary, per the direction of the EPA TOPO and ATOPO. This support may include (but is not limited to) the following work:

- Development of an attendance list that will be sent to the EPA TOPO and ATOPO that details names, organizations, e-mails, and any other relevant information that is detailed by the EPA TOPO and ATOPO
- Development of the evaluation summary for the 2015 CITC (general and session evaluations) that will be sent to the EPA TOPO and ATOPO
- Developing thank-you note message (in an e-mail format) for presenters and sending them out via e-mail
- Editing and posting live streamed videos from the 2015 CITC
 - EPA expects to provide live-streaming support **for up to four (4) sessions** at the 2015 CITC and will need support from EMS for editing these files, converting them into appropriate file formats, and posting these recordings on the EPA CLU-IN website (pending approval) or other appropriate website.

Deliverables and Transmittals

Action & Deliverable Item	Deliverable Format	Schedule
Attendance list for the 2015 CITC	Excel	10 business days after requested by the EPA TOPO and ATOPO
Evaluation summary for the 2015 CITC	Word document and/or PDF	15 business days after requested by the EPA TOPO and ATOPO
Draft thank-you note e-mail	Word document	10 business days after requested by the EPA TOPO and ATOPO
Final thank-you note e-mail (and send via e-mail to presenters)	Word document	5 business days after requested by the EPA TOPO and ATOPO
Editing and posting live-streamed videos from the CITC	Video format suitable for web	20 business days after requested by the EPA TOPO and ATOPO

V. POINT OF CONTACT

Project Officer: Esther Williford
Office of Superfund Remediation and Technology Innovation (OSRTI)
U.S. Environmental Protection Agency
Mail Code: 5202P
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Phone: 703-603-8743 Fax:
E-Mail: williford.esther@epa.gov

Task Order Project Office (TOPO): Laura Knudsen
OSRTI Community Involvement and Program Initiatives Branch
U.S. Environmental Protection Agency
Mail Code: 5204P
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Phone: 703-603-8861 Fax: 703-603-9102
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Alternate Task Order Project Officer (ATOPO): Holly Wilson
Office of Air Quality Planning & Standards
U.S. Environmental Protection Agency
Mail Code: C304-03
109 T.W. Alexander Drive
Research Triangle Park, NC 27709
Phone: 919-541-5624 Fax: 919-541-0942
E-Mail: wilson.holly@epa.gov

VI. TERMS AND CONDITIONS

1. The contractor shall implement all of the contract terms and conditions for this task order.
2. The Contractor shall provide a technical proposal and cost estimate within the schedule provided in the basic contract.
3. When applicable, the contractor shall speak regularly with their subcontractor(s) to receive project status updates.
4. As part of ensuring proper contract implementation and compliance with FAR requirements, the contractor shall maintain a comprehensive deliverables file and shall be prepared to provide it to the EPA TOPO or Alternate TOPO upon request. The contractor shall also be prepared to submit for inspection, copies of all work in progress at any time under this Task Order.
5. **Preparation of Monthly Reports**
 - a. The Contractor will prepare monthly reports for this Task Order in accordance to EPAAR 1552.211-72 monthly progress report (JUN 1996). Monthly reports for this Task Order shall be standardized across all other Task Orders issued by CIPIB.
 - b. In addition, the monthly report will provide a **“breakdown”** (detailed in ‘d’ below) of the following items:
 - i. All subtasks under Task 1 of this task order (Subtask 1.1, 1.2, and 1.3);
 - ii. Each task that is outlined in this task order;
 - iii. Other items (as necessary) that the Contractor and EPA TOPO and/or Alternate TOPO agree should be included in the monthly report
 - c. The **“breakdown”** in the monthly report will include the following by Task 1 and all tasks listed:
 - i. Hours and dollars used (cumulative and for that month) by each subtask of Task 1 and by each task listed in the SOW;
 - ii. Hours and dollars that are expected to be spent in the following month by each subtask of Task 1 and by each task listed in the SOW;
 - iii. Any other direct costs (ODCs) incurred (cumulative and for that month) by each subtask of Task 1 and by each task listed in the SOW;
 - iv. Staff member(s) who performed the work under each subtask of Task 1 and each issued TD and a breakdown of their respective hours and labor categories that were billed to each subtask of Task 1 and by each task listed in the SOW;
 - v. Descriptions of all work (by Contractor staff member) that was performed for each subtask of Task 1 and by each task listed in the SOW;

- vi. A detailed description of any travel that occurs under each subtask of Task 1 and each task listed in the SOW, and a record of the travel costs; and
 - vii. Specification of any additional reporting requirements required by any task listed in this SOW (such as a breakdown of hours/dollars by subtasks in the TD)
 - d. The EPA TOPO and Alternate TOPO are authorized to direct the Contractor to make specific changes to the structure of this monthly report at any time.
- 6. **Quality Assurance Project Plan:** No QAAP will be necessary for this task order because no collection or analysis of primary or secondary data will take place. The conference planning work listed in this task order does not necessitate a QAAP.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
001		12/08/2014		PR-OSWER-15-00076			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
SRRPOD							
US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x) 9A. AMENDMENT OF SOLICITATION NO.			
ENVIRONMENTAL MANAGEMENT SUPPORT INC							
Attn: N. Jay Bassin				9B. DATED (SEE ITEM 11)			
8601 GEORGIA AVE STE 500							
3015895318							
SILVER SPRING MD 209103439				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-W-13-016			
				0019			
				10B. DATED (SEE ITEM 13)			
				12/02/2014			
CODE 106741598		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$50,000.00							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
	D. OTHER (Specify type of modification and authority)						
X	52.232-22 Limitation of Funds						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ 0 _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 106741598							
IGF::CT::IGF							
TOPO: Laura Knudsen Max Expire Date: 09/02/2018							
The purpose of this modification is to add incremental funding in the amount of \$50,000.00 to Task Order 0019. The new total amount funded for this modification is now \$100,000.00. The total estimated cost ceiling remains at \$313,680.00. All other terms and conditions remain the same.							
LIST OF CHANGES:							
Reason for Modification : Funding Only Action							
Obligated Amount for this Modification: \$50,000.00							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Christie M. Deskiewicz			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16C. DATE SIGNED			
(Signature of person authorized to sign)				 ELECTRONIC SIGNATURE		12/08/2014	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-13-016/0019/001

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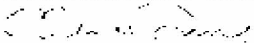
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NAME OF OFFEROR OR CONTRACTOR

ENVIRONMENTAL MANAGEMENT SUPPORT INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Obligated Amount for this Award: \$100,000.00 Incremental Funded Amount changed: from \$50,000.00 to \$100,000.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-T-D5P-303DD2-2504-HQ00BM00-15D5EJ5001-001 Beginning FiscalYear 14 Ending Fiscal Year Fund (Appropriation) T Budget Organization D5P Program (PRC) 303DD2 Budget (BOC) 2504 Job # (Site/Project) HQ00BM00 Cost Organization DCN-LineID 15D5EJ5001-001 Amount: \$50,000.00 Subject To Funding: N</p> <p>Delivery: 12/02/2014 Delivery Location Code: SRRPOD SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 12/02/2014 to 01/29/2016</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
002		See Block 16C		PR-OSWER-15-00243			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
SRRPOD							
US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x) 9A. AMENDMENT OF SOLICITATION NO.			
ENVIRONMENTAL MANAGEMENT SUPPORT INC							
Attn: N. Jay Bassin				9B. DATED (SEE ITEM 11)			
8601 GEORGIA AVE STE 500							
3015895318							
SILVER SPRING MD 209103439				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-W-13-016			
				0019			
				10B. DATED (SEE ITEM 13)			
				12/02/2014			
CODE 106741598		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				Net Increase:		\$10,000.00	
See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
	D. OTHER (Specify type of modification and authority)						
X	52.232-22 Limitation of Funds						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 106741598							
IGF::CT::IGF							
TOCOR: Laura Knudsen Max Expire Date: 09/02/2018							
The purpose of this modification is to add incremental funding in the amount of \$10,000.00 to Task Order 0019. The new total amount of funding obligated to this task order is now \$110,000.00. The contractor shall not work beyond this point. The total task order price ceiling shall remain at \$313,680.00. All other terms and conditions remain the same.							
LIST OF CHANGES:							
Reason for Modification : Funding Only Action							
Obligated Amount for this Modification: \$10,000.00							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Christie M. Deskiewicz			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				 ELECTRONIC SIGNATURE (Signature of Contracting Officer)		05/13/2015	
NSN 7540-01-152-8070 Previous edition unusable				STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243			

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-13-016/0019/002

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OF

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NAME OF OFFEROR OR CONTRACTOR

ENVIRONMENTAL MANAGEMENT SUPPORT INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Obligated Amount for this Award: \$110,000.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-15-B-27A-102A59-2504-152715A050-001 Beginning FiscalYear 14 Ending Fiscal Year 15 Fund (Appropriation) B Budget Organization 27A Program (PRC) 102A59 Budget (BOC) 2504 Job # (Site/Project) Cost Organization DCN-LineID 152715A050-001 Amount: \$10,000.00 Subject To Funding: N</p> <p>Delivery: 12/02/2014 Delivery Location Code: SRRPOD SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 12/02/2014 to 01/29/2016</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 3	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.	
003		See Block 16C		PR-OSWER-15-00284	
6. ISSUED BY		CODE		5. PROJECT NO. (If applicable)	
SRRPOD		SRRPOD			
US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x)		9A. AMENDMENT OF SOLICITATION NO.	
ENVIRONMENTAL MANAGEMENT SUPPORT INC Attn: N. Jay Bassin 8601 GEORGIA AVE STE 500 3015895318 SILVER SPRING MD 209103439				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO.	
				EP-W-13-016 0019	
				10B. DATED (SEE ITEM 13)	
CODE 106741598		FACILITY CODE		12/02/2014	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Net Increase:

\$20,000.00

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) 52.232-22 Limitation of Funds; EPA-G-42-101 Contract Admin Representatives

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 106741598

IGF::CT::IGF

TOCOR: Laura Knudsen Max Expire Date: 09/02/2018

The purpose of this modification is to add incremental funding in the amount of \$20,000.00 to Task Order 0019. The new total amount obligated to this task order is now \$130,000.00.

This task order also removes Jan King as the Alternate TOCOR and replaces her with Lena Epps-Price.

All other terms and conditions remain the same.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Christie M. Deskiewicz	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		ELECTRONIC SIGNATURE (Signature of Contracting Officer)	06/04/2015

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-W-13-016/0019/003	2	3

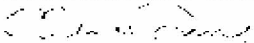
NAME OF OFFEROR OR CONTRACTOR

ENVIRONMENTAL MANAGEMENT SUPPORT INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>LIST OF CHANGES:</p> <p>Reason for Modification : Funding Only Action</p> <p>Obligated Amount for this Modification: \$20,000.00</p> <p>New Total Obligated Amount for this Award:</p> <p>\$130,000.00</p> <p>Incremental Funded Amount changed: from</p> <p>\$110,000.00 to \$130,000.00</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code:</p> <p>15-16-B-30PE-201B53X35-2505-1530EAS013-001</p> <p>Beginning FiscalYear 15</p> <p>Ending Fiscal Year 16</p> <p>Fund (Appropriation) B</p> <p>Budget Organization 30PE</p> <p>Program (PRC) 201B53X35</p> <p>Budget (BOC) 2505</p> <p>Job # (Site/Project)</p> <p>Cost Organization</p> <p>DCN-LineID 1530EAS013-001</p> <p>Amount: \$14,000.00</p> <p>Subject To Funding: N</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code:</p> <p>15-16-B-30PE-202BD4X35-2505-1530EAS013-002</p> <p>Beginning FiscalYear 15</p> <p>Ending Fiscal Year 16</p> <p>Fund (Appropriation) B</p> <p>Budget Organization 30PE</p> <p>Program (PRC) 202BD4X35</p> <p>Budget (BOC) 2505</p> <p>Job # (Site/Project)</p> <p>Cost Organization</p> <p>DCN-LineID 1530EAS013-002</p> <p>Amount: \$6,000.00</p> <p>Subject To Funding: N</p> <p>Delivery: 12/02/2014</p> <p>Delivery Location Code: SRRPOD</p> <p>SRRPOD</p> <p>US Environmental Protection Agency</p> <p>Ariel Rios Building</p> <p>1200 Pennsylvania Avenue, N. W.</p> <p>Mail Code: 3805R</p> <p>Washington DC 20460 USA</p> <p>Continued ...</p>				

NAME OF OFFEROR OR CONTRACTOR
 ENVIRONMENTAL MANAGEMENT SUPPORT INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 12/02/2014 to 01/29/2016				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
004		See Block 16C		PR-OSWER-15-00362			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
SRRPOD							
US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x) 9A. AMENDMENT OF SOLICITATION NO.			
ENVIRONMENTAL MANAGEMENT SUPPORT INC Attn: N. Jay Bassin 8601 GEORGIA AVE STE 500 3015895318 SILVER SPRING MD 209103439				9B. DATED (SEE ITEM 11)			
				10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-13-016 0019			
				10B. DATED (SEE ITEM 13) 12/02/2014			
CODE 106741598		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule				Net Increase:		\$183,680.00	
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
	D. OTHER (Specify type of modification and authority)						
X	52.232-22 Limitation of Funds						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 106741598							
IGF::CT::IGF							
TOCOR: Laura Knudsen Max Expire Date: 09/02/2018							
The purpose of this modification is to add incremental funding in the amount of \$183,680.00 to Task Order 0019. The new total amount of funds obligated to this Task Order is \$313,680.00. This Task Order is now fully funded. The contractor shall not work beyond this point. All other terms and conditions remain the same.							
LIST OF CHANGES:							
Reason for Modification : Funding Only Action							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Christie M. Deskiewicz			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				 (Signature of Contracting Officer)		07/09/2015	
NSN 7540-01-152-8070 Previous edition unusable				STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243			

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-13-016/0019/004

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OF

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NAME OF OFFEROR OR CONTRACTOR

ENVIRONMENTAL MANAGEMENT SUPPORT INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Obligated Amount for this Modification: \$183,680.00 Incremental Funded Amount changed from \$130,000.00 to \$313,680.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-T-72DC-303DD2-2505-HQ00BM00-1572DC5025-001 Beginning FiscalYear 15 Ending Fiscal Year Fund (Appropriation) T Budget Organization 72DC Program (PRC) 303DD2 Budget (BOC) 2505 Job # (Site/Project) HQ00BM00 Cost Organization DCN-LineID 1572DC5025-001 Amount: \$183,680.00 Subject To Funding: N</p> <p>Delivery: 12/02/2014 Delivery Location Code: SRRPOD SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 12/02/2014 to 01/29/2016</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.	
005		See Block 16C		PR-SRRPOD-16-00073	
6. ISSUED BY		CODE		5. PROJECT NO. (If applicable)	
SRRPOD		SRRPOD			
US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x)		9A. AMENDMENT OF SOLICITATION NO.	
ENVIRONMENTAL MANAGEMENT SUPPORT INC Attn: N. Jay Bassin 8601 GEORGIA AVE STE 500 3015895318 SILVER SPRING MD 209103439				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-13-016 0019	
CODE 106741598		FACILITY CODE		10B. DATED (SEE ITEM 13) 12/02/2014	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: -\$114,349.06
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) 52.232-22 Limitation of Funds

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 106741598

IGF::CT::IGF

TOCOR: Laura Knudsen Max Expire Date: 09/02/2018

The purpose of this modification is to shift a total amount of funding of \$114,349.06 from this Task Order (Task Order 0019) into the following Task Orders, in the following amounts:

Task Order #0006: \$10,000.00

Task Order #0007: \$72,000.00

Task Order #0008: \$32,349.06

The new total amount of funds obligated to Task Order 0019 has been reduced to \$199,330.94.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Christie M. Deskiewicz	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-13-016/0019/005PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
ENVIRONMENTAL MANAGEMENT SUPPORT INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>All other terms and conditions remain the same.</p> <p>LIST OF CHANGES: Reason for Modification : Funding Only Action</p> <p>Obligated Amount for this modification: -\$114,349.06 Incremental Funded Amount changed from \$313,680.00 to \$199,330.94</p> <p>CHANGES FOR ACCOUNTING CODE: 15-T-72DC-303DD2-2505-HQ00BM00-1572DC5025-001 Amount changed from \$183,680.00 to \$69,330.94</p> <p>Delivery Location Code: SRRPOD SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 12/02/2014 to 01/29/2016</p>				